CEREMONY CHECKSHEET

Name of Awardee: **ODP Awards Ceremony**   Home Phone: _____
                                                                                        Office Phone: _____

Award: CO Cm: **SAFE** / CM CO **CAMS2** Contact Point (if not awardee): _____
                                                                Phone: _____

Ceremony Date: **12 Sept. 84**   Time: **9:00** _____

STAT
STAT Presenter: **Mr. Fitzwater** _____ Conference Room: **Auditorium** _____
                                                                                 Booked: _____

Note to Staff: _____ Notified D/Pers: _____

Greeting by Office/Division Chief Arranged: _____

Citation Reader Arranged: _____ Room # _____

Personal Brief Requested: _____ Received _____

Photographer Called: _____ Assignment/Requisition # _____
                                                                              # _____

Guest List Received: _____ Guest List Called: _____

OPF Requested: _____ OPF Received: _____

Length of Service Certificates Requested: _____ Received: _____

Citation Written: **9/10/84** _____ Typed: **9/10/84** _____

Suggested Comments for DDCI Prepared: _____ Typed: _____

Bullets Prepared (when needed): _____ Typed: _____

Scenario Prepared (when needed): _____ Typed: _____

STAT Formal Guest List Typed: _____ Photo Reqn Typed: _____

5X8 Card Typed for Citation Reader: _____ Labels for Chairs Typed: _____

STAT Awards Gathered/Framed: _____

Need ARA: Yes _____ No _____ ARA Prepared: _____

STAT Copy of ARA to Retirement Division: _____

Name to be sent to [_____] Yes _____ No _____ Added to List: _____ STAT

STAT Photos Received: _____ Photos sent for Inscription: _____

Photos Mailed to Awardee: _____

Case Closed: _____

9/10
ODP [_____], has set up the entire ceremony. We explained
[____] would not be able (due to a very busy schedule) to
participate during the actual ceremony. [_____], ODP/PERS on [_____]
took copies of the four citations to be read during the ceremony
and the 60 (approx.) awardees will receive their awards but
due to shortage of frames the actual awards will be
distributed via [_____] to the awardees at a later date
  *Indiv. awardee files also.

9/27 Inside are copies of the award recommendations for
the CM's, CO's, for the SAFE + CAMS Projects.

3/30/85 p Rotes sent to ODP by POPE. All cases closed as